



## MEMORANDUM

TO: Historic or Design Review Board

FROM: Dan McKinney, Development Administrator

DATE: October 28, 2004

RE: Minutes from the October 26, 2004 Meeting.

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### **I. Roll Call**

The Historic or Design Review Board met at 4:30 p.m. October 11, 2004. Members present were Buss, Capone, Jones, Miller and Moody. The staff members present included McKinney.

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### **II. Unfinished Business**

#### **A. Approval of the September 27<sup>th</sup> 2004 minutes**

The Board approved the minutes from the September 27th, 2004 meeting.

### **III. Design Review**

#### **A. Northside, Staff Report**

Mr. McKinney provided an overview of the staff report and stated that the proposal is to rezone 121 acres of property from R-4, low density residential, to Planned Residential. This will include a maximum of 400 dwellings to include single family detached and up to 51 Townhomes. In addition, the planned residential development will include 13,000 sf of commercial space, 11,000 sf of Day Care, and 7,200 sf of Community Center space. Roughly 33% of the property is open space and several trails will traverse the property. Progress Street is proposed to be extended through the development, but will not connect to North Main Street.

Mr. McKinney stated that a patternbook has been developed as part of the proposal to provide guidelines for the architecture of structures within the development. The role of the HDRB is to provide a recommendation to the Planning Commission and Town Council on the appropriateness of the proposed patternbook in terms of detail, styles, review process, enforcement, and sufficient content to meet the design objectives of the rezoning

application. The HDRB recommendations and advice concerning the patternbook will be forwarded to the Planning Commission and Town Council.

Five major residential building styles are proposed within the patternbook; Foursquare, Colonial Revival, Victorian, Victorian Revival, and Craftsman. No guidelines are proposed for non-residential structures. A four step approval process is proposed which includes: Conceptual Design Review, Final Design Review and Submittal, Certificate of Approval, and Certificate of Compliance. This process allows the Homeowners Association the ability to approve the design and ensure that the structures are constructed to comply with the approved patternbook

#### **Applicant Statement**

Ms. Stosser, SAS construction, provided an overview of the concepts of the development in creating a neo-traditional style development. She reviewed the design for each residential structure. In addition, Ms. Stosser stated that all commercial uses require going through a public hearing process to receive a Special Use Permit. As part of the SUP process, the HDRB could comment on the architecture of commercial structures to determine its appropriateness to the neighborhood.

#### **Discussion and Recommendation**

The Board discussed the concepts of the proposal and the neo-traditional design.

The Board discussed the proposed design review process and felt that a local architecture review committee would be appropriate.

The Board discussed the need for guidelines for commercial structures within the patternbook. It was stated that the SUP process would provide the opportunity to comment on and influence commercial designs.

A motion was made and seconded to approve recommend approval of the Patternbook to the Planning Commission with the condition that all commercial structures receive an HDRB design review during the SUP process.

The motion passed 5-0

#### **IV. Other Business**

**A. None.**

#### **V. Public Address**

None

#### **VI. Adjourn.**

The meeting was adjourned at approximately 5:50 pm. The next meeting of the Historic or Design Review Board is scheduled for November 8<sup>th</sup>, 2004.